

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
Managed Care Division
TAR Unit**

VACANCY ANNOUNCEMENT

(DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY)

Intermediate Typist Clerk

The Office of the Medical Director - Managed Care Division, Treatment Authorization Request Unit (TAR) is seeking to fill a full time ITC position within the TAR Unit. We are seeking a highly-motivated, organized and competent individual.

Essential Job Functions:

- Xeroxing, scanning and faxing
- Creating and preparing hospital review charts
- Data entry into IS and IBHIS.
- Chart room organization, purging and archiving charts
- Phone and mail coverage
- Filing hospital provider charts and TAR forms
- Completing Notice of Action forms and creating pt. and hospital address labels.

Desirable Qualifications:

- Knowledge of the Department's Policies and Procedures
- Highly organized and excellent communication skills
- Ability to work as a team members and with various disciplines
- Proficient at Microsoft Word, Excel, Outlook, and Systems.
- Excellent Customer Service Skills
- Flexible with the ability to multi-task
- Excellent filing and typing skills.

Interested Individuals currently holding the title of ITC are encouraged to mail or email a cover letter along with their resume, last 2 performance evaluations and 2 years of the master time card to:

Alan Santana, Supervisor
550 S. Vermont Ave., 7th floor
Los Angeles, CA 90020
asantana@dmh.lacounty.gov
(213) 738-4478

AN EQUAL OPPORTUNITY EMPLOYER